



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

Form with sections: PART I: OVERVIEW, Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, Amount: \$ 18,500, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns for justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, L. Other Authorization.

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

As Maine's population becomes more diverse, our educators and those who work in schools need to develop skills in cultural competence and inclusive practices. Educators need more supports in teaching students not just knowledge about health issues, but a skills-based approach that will assist them in addressing health challenges, making healthy choices and implementing healthy behaviors. The chosen Providers have extensive knowledge and expertise in developing trainings and curriculum in both inclusive teaching practices and skills-based health education and will work with the Department's Coordinated School Health, Health Education and Physical Education specialists along with health education and physical education teacher leaders to provide the needed professional learning for the field. Past work with the Provider and the relationships we have established as New England colleagues, allows us to build on the established foundational work. First, the Providers will be able to move us forward by working collaboratively with us to revise the Inclusive Teaching Practices training developed and piloted in 2022-23 and expand the training for teacher leaders and the Department specialists using a train-the-trainer model. We will be prepared to implement the professional learning initiative for school personnel ourselves in 2024-25 and beyond. This training is designed to provide attendees with foundational knowledge, opportunities to engage in exploration of personal experiences, and develop skills that will improve the attendee's ability to review curriculum with a diversity, equity, inclusion, and justice lens, use instructional strategies and classroom management techniques that increase the use of promising practices that are culturally competent and both support and include all students, their families and school personnel. The components of this initiative will include the revision and development of trainings with the Department specialists as well as teacher leaders; delivery of revised 2-day training with the teacher leaders and Department specialists; train-the-trainer sessions to learn the material and resources; two regional trainings to be delivered by teacher leaders and Department specialists with observations, guidance, and feedback from the Provider; follow-up technical assistance; and participation in a Community of Practice to provide input and assist with processing situations and experiences. All this will lead to developing curriculum and resources that are inclusive of all students and reflect promising and best practices. Secondly, the Providers, national leaders in skills-based health education, will deliver two regional professional learning opportunities that will be used to train future deliverers of skills-based health education trainings. These regional events will be two-days each with day one being a training in the basics of the skills-based approach to health education and day-two being a workshop setting for participants to practice developing a skills-based curriculum unit with guidance from the experts. The teacher leaders and Department specialists will be participating in order to replicate the training experiences in 2024-25 and beyond. The skills-based approach intentionally designs units, lessons and learning experiences to prepare students to use skills in meaningful ways that support and promote positive health outcomes for future generations.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The Providers, Sarah Benes and Holly Alperin, are co-owners of Lighthouse Wellness and Health Education Consulting. The two have a breadth of experience working with health education and physical education teachers, school health, and related fields. They both have experience developing and delivering college preparatory courses in health education and physical education, they have co-authored textbooks and resources for skills-based health education as well as many resources for health education including health education standard guides. Sarah serves on our national professional organization Board of Directors. Both Providers have designed/developed and delivered numerous professional development sessions at the state and national levels on promising and best practices in diversity, equity, inclusion, and justice and curriculum, instructional strategies, and classroom management for health education and physical education teachers and other educators for more than a decade. Together, the Providers will work with the Department

PART III: SUPPLEMENTAL INFORMATION

Specialists and teacher leaders to provide train-the-trainer experiences that will allow Maine to deliver the Inclusive Teaching Practices and Skills-Based Health Education on our own in the future.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The rates are more than fair and reasonable based on the extensive backgrounds, expertise in the topics and professional development, and the research that has gone into the Provider's practices and developing expertise. The Providers continuously work to ensure they are using the most current, evidence-informed and promising/best practices in the field. A quote was submitted and reviewed by the contractors then discussed with the Provider before finalizing. Because the provider is from New England, we also do not incur high travel costs. The contract is being funded by an approved ESEA Title II and IV application.

4. Describe the plan for future competition for the goods or services.

If additional professionals become available to provide this content and professional development, then an RFP would be used in the future. Currently there are very limited professionals available and especially in this geographic area and familiarity with health education and physical education audiences. In addition, as described, the Department health education and physical education specialist and teacher leaders will be used to deliver future trainings since we are using the train-the-trainer model.


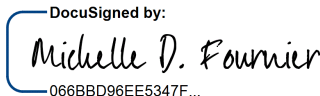
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	2/13/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Michelle D. Fournier 066BBD96EE5347F...</small>		
Typed Name:	Michelle D. Fournier	Date:	2/26/2024


Certificate Of Completion

Envelope Id: 310564D0ED314A9D8D0D7C04F26DE215	Status: Completed
Subject: Here is your signed document: Lighthouse January 2024 Procurement Justification Form (PJF).docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 2/13/2024 12:47:33 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Sent: 2/13/2024 12:47:34 PM Viewed: 2/13/2024 12:47:47 PM Signed: 2/13/2024 12:49:02 PM Freeform Signing
Signature Adoption: Drawn on Device Using IP Address: 198.182.163.113	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Signature	Timestamp
Katie Keenan katie.keenan@maine.gov Security Level: Email, Account Authentication (None)	 Sent: 2/13/2024 12:49:03 PM Viewed: 2/13/2024 12:53:31 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Notary Events

Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 2/13/2024 12:47:34 PM
Certified Delivered	Security Checked 2/13/2024 12:47:47 PM
Signing Complete	Security Checked 2/13/2024 12:49:02 PM
Completed	Security Checked 2/13/2024 12:49:03 PM

Payment Events